



April 2001

United States Army

SOLDIER SUPPORT

INSTITUTE

TYPE A MEMORANDUM

STUDENT HANDOUT

LESSON PLAN # CAA1L105

TASK NO # 805C-71L-1002

Some Suggestions for Proofreading

As a 71L, one of your responsibilities is to ensure that any correspondence you prepare is free of errors. In order for you to pass along a piece of correspondence that is error free, you **MUST** thoroughly review the document and make any necessary corrections. This process of reviewing and identifying errors is called proofreading.

The task of proofreading is demanding, time consuming, and frustrating. It requires considerable concentration and attention to detail. We all dislike reviewing something that we have painstakingly prepared because this takes time -- time we would prefer spending doing something else. All of us have prepared correspondence that we thought was error free because we were very careful in its preparation. Upon having it returned for correction, we became frustrated because the errors, which were now obvious, were previously overlooked by us.

The person who proofreads normally checks for proper grammar, mechanics, correct word usage, and structure. At this point in your training, we do not expect you to be accomplished in these skills. However, as you progress in your Army career in this MOS, you will be required to review correspondence to ensure that errors in these categories are not present.

To simplify the training requirements, we have **NOT** purposely created any errors in the source documents that you will be using in any of the practice exercises or tests.

Our experience with AIT soldiers indicates that the errors appearing in their finished products are format errors and typing mistakes. For you to produce documents that are error free, you need to thoroughly proofread each one. Here are some suggestions to help you proofread your documents:

- 1. Check for typing errors.**

- a. Check the last word of each line and the first word in the next line to verify that you did not repeat the same word.**

- b. Check carefully for words that are very similar such as “word” and “work”, “from” and “form”, “four” and “pour”, etc.**

- c. Check the sequence of numbers and letters to be certain that “1-2-3-4-5-6” is not “1-2-4-5-6” or that “a-b-c-d-e-f” is not “a-b-c-e-d-f.”**

- d. Verify that you have not omitted or added any words as given in the source material. You can do this by first reading a few words, four or five, in your prepared document and then reading these same words in the source document.**

- e. Look for transposed letters and words.**

Some Suggestions for Proofreading (Cont.)

f. Check for misspelled words. At this point in your training, most misspelled words are the result of careless typing. An effective method to check for misspelled words is to begin with the last word on the page and read backward a word at a time. In this way you see each word out of its normal sequence and thus in isolation. It is a tedious procedure, but it is also an effective way to catch misspelled words. If there is any doubt concerning the spelling, consult the source document. And, if doubt continues, consult the dictionary.

2. Check all punctuation.

a. Make sure that parentheses are opened and closed. The Army requires certain portions of correspondence to be in parentheses, e.g., subdivisions numbers, office symbol and date of the basic memorandum.

b. Verify that all quotation marks are opened and closed.

c. Check that all punctuation marks given in the source document are in your typed copy. Also check to see that you have not added extra punctuation except for that required for proper formatting as specified in AR 25-50.

d. Ensure that you have properly punctuated all paragraph and enclosure numbering and lettering.

e. Review for proper use of the colon. The Army specifies that a colon be used in specific places, e.g., following the "S" for suspense date, after "SUBJECT" in the subject line, at the end of the authority line, after "CF" in the copies furnished notation, and after "DISTRIBUTION" when listing multiple addresses at the end of the document.

3. Check character and line spacing.

a. Make sure that there is a single space between words.

b. Ensure that there are two spaces between:

(1) A colon and any other typed material.

(2) Sentences in a paragraph.

(3) The state and zip code in addresses.

(4) The paragraph's number/letter punctuation and the first character of the paragraph's text.

c. Verify that the line spacing is correct between the various sections/parts as specified in AR 25-50. The handouts provide excellent examples of proper line spacing.

Some Suggestions for Proofreading (Cont.)

4. Check for proper use of capital letters.

a. AR 25-50 specifies that certain elements are always typed in capital letters, e.g., OFFICE SYMBOLS. Verify that you have properly capitalized these elements.

b. Verify that capital letters used in the source document are also present in your typed copy.

5. Check all abbreviations.

a. AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms, specifies what abbreviations you may use. If you use abbreviations, make sure they are the proper ones. Also make sure that you use capital letters as specified in authorized abbreviations.

b. If you use abbreviations (where acceptable), make sure that you use them with consistency in similar type entries such as in addresses.

6. Check all margins. There are specific requirements spelled out in AR 25-50 for all margins. The size of the margins is dependent upon the type of correspondence being prepared and also the page being typed. Very little variance is allowed. Therefore, you need to make sure that you have installed the proper print commands in the computer and that the paper is in the proper position in your printer.

7. Check for the positioning of those elements that are to be centered.

a. If you are required to type a letterhead, each line of the letterhead must be centered from left to right on the page.

b. The signature block of memorandums and letters must start at the center of the page from left to right. The signature block is not centered on the page.

8. Check for proper indenting. AR 25-50 specifies that certain portions of various elements are to be indented, e.g., second and any subsequent line(s) of addresses, subparagraphs, and subdivisions. The regulation gives several examples and the handout provided for the training has additional examples.

The above suggestions are not all-inclusive, but do provide a basic proofreading guide for correspondence. By applying these suggestions, the probability that you will turn in an error-free product will be greatly enhanced.

LETTERHEAD

**DEPARTMENT OF THE ARMY
Headquarters, 55th Mechanized Infantry Division
Fort Stewart, Georgia 31314-9000**

HEADING OF MEMORANDUM
SUSPENSE DATE
OFFICE SYMBOL
CURRENT DATE
ADDRESS LINE
SUBJECT

DEPARTMENT OF THE ARMY
Headquarters, 55th Mechanized Infantry Division
Fort Stewart, Georgia 31314-9000

S: 2 August 2004

1

2

1

2 ATSG-AGT

15 July 2004

1

2

3 MEMORANDUM FOR Commander, Company A, 55th Engineer Battalion, Fort
Stewart, Georgia 31314-9000

1

2 SUBJECT: Preparing a Memorandum

**HEADING OF
MEMORANDUM
MULTIPLE ADDRESS**

**DEPARTMENT OF THE ARMY
Headquarters, 55th Mechanized Infantry Division
Fort Stewart, Georgia 31314-9000**

S: 2 August 2004

15 July 2004

1

2

1

2 ATSG-AGT

1

2

3 MEMORANDUM FOR

1

**2 Commander, 2d Battalion, 77th Infantry Brigade, 55th Mechanized Infantry
Division, Fort Stewart, Georgia 31314-9000**

**Commander, 3d Battalion, 77th Infantry Brigade, 55th Mechanized Infantry
Division, Fort Stewart, Georgia 31314-9000**

**Commander, 4th Battalion, 77th Infantry Brigade, 55th Mechanized Infantry
Division, Fort Stewart, Georgia 31314-9000**

1

2 SUBJECT: Multiple-Addressed Memorandums

**HEADING OF
MEMORANDUM
SEE DISTRIBUTION**

**DEPARTMENT OF THE ARMY
Headquarters, 55th Mechanized Infantry Division
Fort Stewart, Georgia 31314-9000**

1
2 ATSG-AGT **15 July 2004**

1
2
3 MEMORANDUM FOR SEE DISTRIBUTION

1
2 SUBJECT: Preparing a "SEE DISTRIBUTION" Addressed Memorandum

1
2
**3 1. When more than five addressees are required, use the "SEE
DISTRIBUTION" format.**

1
**2 2. Type the words SEE DISTRIBUTION one space after the words "MEMORANDUM
FOR".**

1
**2 3. On the second line below the last line of the signature block or enclosure listing,
whichever is lower, type the word "DISTRIBUTION:" and block the addresses as
shown below.**

1
2
3
4
5 **XXXXX X. XXXXX
XXXXXXXXXX, XX
XXXXXXXXXXXXXXXX**

1
2 DISTRIBUTION:
Cdr, 1st Bn, 55th Mech Inf Div
Cdr, 2d Bn, 55th Mech Inf Div
Cdr, 3d Bn, 55th Mech Inf Div
Cdr, 4th Bn, 55th Mech Inf Div
Cdr, 5th Bn, 55th Mech Inf Div
Cdr, 6th Bn, 55th Mech Inf Div

<p>HEADING OF MEMORANDUM SINGLE THRU ADDRESS</p>
--

DEPARTMENT OF THE ARMY
Headquarters, 55th Mechanized Infantry Division
Fort Stewart, Georgia 31314-9000

1

2

1

S: 2 August 2004

2 ATSG-AGT

15 July 2004

1

2

3 MEMORANDUM THRU Commander, 3d Battalion, 77th Infantry Brigade,
Fort Stewart, Georgia 31314-9000

1

2 FOR Commander, Company A, 3d Battalion, 77th Infantry Brigade,
Fort Stewart, Georgia 31314-9000

1

2 SUBJECT: A Single-Addressed "THRU MEMORANDUM"

**HEADING OF
MEMORANDUM
MULTIPLE THRU
ADDRESS**

**DEPARTMENT OF THE ARMY
HEADQUARTERS, 55TH MECHANIZED INFANTRY DIVISION
FORT STEWART, GEORGIA 31314-9000**

1

2

S: 2 August 2004

1

2 ATSG-AGT

15 July 2004

1

2

3 MEMORANDUM THRU

1

2 Commander, 77th Infantry Brigade, Fort Stewart, Georgia 31314-9000

**1 Commander, 3d Battalion, 77th Infantry Brigade, Fort Stewart, Georgia
31314-9000**

1

**2 FOR Commander, Company A, 3d Battalion, 77th Infantry Brigade, Fort Stewart,
Georgia 31314-9000**

1

2 SUBJECT: A Multiple-Addressed "THRU MEMORANDUM"

BODY OF A MEMORANDUM

SUBJECT: Use and Preparation of a Memorandum

1

2

3 1. Paragraph 2-2 defines the use of a memorandum.

1

**2 2. Single-space the text of the memorandum; double spacing
between paragraphs.**

1

**2 3. When a memorandum has more than one paragraph, number the paragraphs
consecutively. When paragraphs are subdivided, designate first subdivisions by the
letters of the alphabet and indent them as shown below.**

1

2 a. When a paragraph is subdivided, there must be at least two subparagraphs.

1

2 b. If there is a subparagraph "a", there must be a subparagraph "b."

1

**2 (1) Designate second subdivisions by number in parentheses, for example,
(1), (2), and (3).**

1

2 (2) Do not subdivide beyond the third subdivision.

1

2 (a) However, do not indent any further than the second subdivision.

1

**2 (b) This is an example of the proper indention procedure for a third
subdivision.**

1

2 c. This is an example of subparagraph "c."

CLOSING OF MEMORANDUM
AUTHORITY LINE
ENCLOSURE LISTING
SIGNATURE BLOCK
COPIES FURNISHED

4. XX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

1

2 FOR THE COMMANDER:

1

2

3

4

5 Encl

JAMES E. SMITH
LTC, AG
Adjutant General

1

2 CF:

Cdr, 3d Bn, 55th Mech Inf Div (w/encl)
Transportation Officer (wo/encl)

**CLOSING OF MEMORANDUM
COPIES FURNISHED**

3. ~~XX.~~

1

2

3

4

5 Encl
AR 25-15

**JAMES E. SMITH
LTC, AG
Adjutant General**

1

2 CF:
Cdr, 55th Mech Inf Div (w/encl)

CONTINUATION PAGE OF A MEMORANDUM

AJJCG

1 SUBJECT: Continuing a Memorandum

1

2

3 5. Type the OFFICE SYMBOL at the left margin one inch from the top edge of the paper.

1

2 6. Type the SUBJECT of the memorandum at the left margin on the next line below the office symbol.

1

2 7. Begin the continuation of the TEXT at the left margin on the third line below the subject phrase. When continuing a memorandum on another page:

1

2 a. Do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page.

1

2 b. Include at least two words on each page of any sentence divided between pages.

1

2 FOR THE COMMANDER:

1

2

3

4

5 Encl

AR 25-15

JAMES E. SMITH

LTC, AG

Adjutant General

**INFORMAL MEMORANDUM
SINGLE PARAGRAPH,
SUBPARAGRAPHS
AND SUBDIVISIONS**

S: 24 March 2004

ATSG-AGT

15 March 2004

1

2

3 **MEMORANDUM FOR Commander, 55th Mechanized Infantry Division, Fort Stewart,
Georgia 31314-9000**

1

2 **SUBJECT: Informal Memorandum**

1

2

3 **Type the OFFICE SYMBOL at the left margin one inch from the top edge of the
paper. Use single spacing when a memorandum contains only one paragraph. Limit
paragraphs to a maximum of 10 lines. When a memorandum has only one paragraph
but contains subparagraphs, prepare as shown in this example.**

1

2 **a. Indent subparagraphs four spaces and begin typing on the fifth space.**

1

2 **b. A single paragraph memorandum should contain one subdivision.**

1

2 **(1) Show second subdivisions by numbers in parentheses.**

1

2 **(2) Do not subdivide beyond the third subdivision.**

1

2 **(a) Do not indent any further than for the second division.**

1

2 **(b) Proper indentation for a third subdivision.**

1

2

3

4

5 **Encl**

**JAMES E. SMITH
LTC, AG
Adjutant General**

1

2 **CF:**

Cdr, 55th Inf Div (Mech) (w/encl)